

October 20, 2004

Dear Colleague:

The National Park Service invites you to submit project proposals for the Cultural Resources Diversity Internship Program for the summer of 2005 and the academic year 2005-2006.

Program Goals: The Cultural Resources Diversity Internship Program provides career exploration opportunities to diverse undergraduate and graduate students in historic preservation and cultural resources work. The program also gives National Park Service offices, national park units, government agencies at all levels, and private organizations an opportunity to meet promising young people who might choose a career in this field. The National Park Service cooperates with intern sponsors to provide interns with quality work experiences.

How the Program Works: During the 2005-2006 sessions, the Cultural Resources Diversity Internship Program will sponsor from 10 to 15 interns during a 10-week summer session and from 2 to 4 interns during a 15-week semester session in the Fall 2005 and in the Spring 2006. The total cost for each summer intern is \$10,500; the cost for each semester intern is \$14,100.

The cost is shared on a 50/50 basis between the National Park Service and the host intern sponsor. Selected intern sponsors are expected to contribute \$5,250 toward the cost of a summer intern; \$7,050 toward the cost of a semester intern. Each amount will be matched by the National Park Service and all funds will be deposited at the Student Conservation Association (SCA), which handles intern recruitment, intern application processing, payroll, and career mentoring.

For the summer intern portion of the program, we are planning to hold a three-day Career Workshop in Washington, DC during the tenth week of the summer session, the cost for which will be covered by the National Park Service.

Project Proposals: In order to be considered for this program, please submit intern project proposals on the enclosed form by **December 8, 2004** to: Cultural Resources Diversity Program, National Park Service, 1849 C Street, NW (2251), Washington DC 20240-0001. Our fax number is (202) 371-2422. Additional information about the program and the application is also available on our website: <http://www.cr.nps.gov/crdi/internships/intrnCRDIP.htm>.

If you have any questions, please contact me at (202) 354-2266 or by email at michele_gates_moresi@nps.gov.

Sincerely,

Michèle Gates Moresi
Diversity Internship Program Coordinator
National Center for Cultural Resources

Attachments

Cultural Resources Diversity Internship Program National Park Service

Summer 2005 & Academic Year 2005-2006

How to Apply:

- Complete the attached project proposal form.
- All project proposals must be received by **December 8, 2004** in hard copy, fax, or electronically.
- Selections will be announced on or shortly after February 4, 2005.
- Complete a separate application for each proposed project.
- Please do not submit pamphlets, posters, articles, letters, or other supplementary materials.
- Space on the application form may be expanded as necessary.
- Please do not use a font smaller than 10-point.

Mailing address: Cultural Resources Diversity Program, National Park Service, 1849 C Street, NW (2251), Washington DC 20240-0001.

For overnight delivery service only, the address is: Cultural Resources Diversity Program, National Park Service, 1201 Eye Street, NW (2251), Washington, DC 20005.

Fax: (202) 371-2422.

Electronic submission: michele_gates_moresi@nps.gov.

Evaluation Criteria:

- Appropriateness of project for undergraduate and graduate students in history, anthropology, architecture, museum studies, or related fields, who may have no previous experience in historic preservation/cultural resources work.
- Quality of supervision.
- Commitment to providing intern with introduction to a range of historic preservation/cultural resources work beyond immediate environment.
- Availability of housing, especially in remote areas.

Eligible Intern Sponsors:

- National Park Service administrative offices
- Units of the National Park System
- Government agencies at all levels
- Private, non-profit organizations

Cultural Resources Diversity Internship Program National Park Service

PROJECT PROPOSAL

Check the appropriate box:

- ☐ Summer Intern Program, 2005
- ☐ Semester Intern Program, Fall 2005
- ☐ Semester Intern Program, Spring 2006

1) Name or Title of Project:

2) NPS Office, National Park Unit, Government Agency, or Private, Non-Profit Organization:

Name of office, unit, agency, organization:

Address:

Contact person:

Phone: ()

Fax: ()

Email:

3) Summary of Internship Project:

- a) What is the proposed internship project?
- b) How will you provide the intern with an introduction to a range of historic preservation/cultural resources work beyond the immediate environment?
- c) What will be learned in the project and beyond the project?
- d) Who is the supervisor?

4) Data on Proposed Project:

- a) What is the location of the intern project?
- b) Will you provide housing or housing information for the intern?
- c) Will the supervisor be absent at any point during the internship period? Who will be the alternate supervisor?
- d) Is a privately-owned vehicle required for the project?

5) Ability to Provide Match for Cost of Intern:

All selected intern sponsors must provide \$5,250 toward the cost of each summer intern; \$7,050 toward the cost of each semester intern regardless of the season in which the intern will work. All funds will be deposited at the Student Conservation Association at least 30 days prior to the start of the internship project.

RETURN FORM TO: Cultural Resources Diversity Program
National Park Service
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Washington DC 20240-0001
FAX: (202) 371-2422
Email: michele_gates_moresi@nps.gov